

#### STATE OF WEST VIRGINIA DEPARTMENT OF REVENUE ALCOHOL BEVERAGE CONTROL ADMINISTRATION 900 Pennsylvania Avenue, 4<sup>th</sup> Floor

#### Charleston, WV 25302

# INSTRUCTIONS FOR COMPLETING LICENSE APPLICATION PACKET SPECIAL EVENTS, FAIRS AND FESTIVALS AND PRIVATE FAIR AND FESTIVAL

PLEASE READ ALL THE INSTRUCTIONS CAREFULLY. ALL QUESTIONS ARE TO BE ANSWERED IN FULL. APPLICANT'S ACCURACY AND THOROUGHNESS IN COMPELTING THE APPLICATION FORM WILL ASSIST THIS OFFICE IN PROCESSING THE APPLICATION AND PREVENT UNNECESSARY DELAYS.

#### APPLICATIONS MUST BE SUBMITTED 15 DAYS PRIOR TO THE DATE OF THE EVENT

#### APPLICANTS MUST TYPE OR PRINT, IN INK, ALL ANSWERES ON FORMS

Please find enclosed:

- 1.) Application for Special Events Fair and Festival License (ABCA 192SF&F)
- 2.) Release of Information & Wavier of Confidentiality of Records (ABCA-Lic. RIWCR.2)
- 3.) Floor Plan (ABCA-Lic.FP3)

#### **INSTRUCTIONS**

<u>All</u> questions and/or descriptions must be answered. The application <u>must</u> be signed and notarized. If any questions/description cannot be completed in the available space on the application, please submit additional pages as needed. Each additional page submitted must include entity name, DBA name, and indicate which question applicant is answering.

# Applications must be made at least 15 days prior to the event. Failure to adhere to submission requirements may result in application not being processed.

Applications must be completed correctly and all necessary paperwork included when mailed to the ABCA. Failure to do so will result in the application being delayed and/or returned to the applicant for the necessary corrections.

Applicant must indicate whether: (1) Beer; (2) Wine; (3) Beer and Wine; or (4) Beer, Wine and Liquor will be sold at the event. (See box at the top right on the first page of the application form – ABCA-192F&F)

Applicant is required to notify, in writing, all distributors and resident brewers (acting in a limited distributor capacity) in the area where the fair, festival, or special event will occur providing them the opportunity to participate. A list of all licensed distributors and Resident Brewers is provided with the application packet.

Wine must be purchased from a WV licensed wine distributor, WV licensed farm winery or WV licensed multicapacity winery.

Liquor must be purchased from a WV licensed liquor store located in the market zone where the "Special Event" is being held or in a contiguous market zone.

No alcohol may be donated or auctioned at any special event, fair and festival or private fair and festival.

The event holder must use bona fide employees or volunteers to sell, furnish, tender or serve alcohol.

Licensed Distributors, Brewers, Resident Brewers, Wine Distributors, Wine Suppliers, Brokers and Reps may attend and discuss their respective products at the event but shall not sell, furnish, tender or serve any alcohol or otherwise be involved with the event.

LICENSE FEES – License fees <u>must</u> be paid by Certified Check, Cashier's Check, or Money Order. Personal Checks, business checks, or cash <u>will not</u> be accepted. Make checks payable to the West Virginia ABCA.

LIVE SCAN FINGERPRINTING – All applicant must complete a Live Scan Fingerprint in order to obtain a valid license. IdentiGO by Morpho Trust will provide fingerprinting services for all WVABCA license applicants. Contact IdentiGO at 855-766-7746 or online at L1enrollment.com for information on fingerprinting, locations, scheduling appointments, and fee requirements.

Please contact the WVABCA Licensing Department at 304-356-5500 to obtain the proper service code for the Live Scan Fingerprinting process.

Fingerprint result reports MUST be sent to WVABCA directly from Morpho Trust(L-1).

NO REPORTS WILL BE ACCEPTED DIRECTLY FROM LICENSE APPLICANTS.

HEALTH PERMIT – Applicants must provide a copy of a valid <u>Health Permit</u> issued in applicant's name. (If Association, Limited Liability Company, or Corporation, the Health Permit must be issued in the business entity name and list the DBA name.)

LOCATION- The applicant must provide a map/drawing/floor plan of the area in which alcoholic beverages are to be served and consumed at the fair or festival.

SPONSORSHIP – The fair or festival must be sponsored or endorsed by the governing body of either the municipality or of the county wherein the fair or festival is to be conducted. The applicant must provide a letter from the governing body stating the dates and times of the event has been approved to be held.

LICENSEE- A licensee is authorized to utilize bona fide employees or volunteers to sell, furnish, tender, or serve the nonintoxicating beer, nonintoxicating craft beer, wine or liquor. Persons that do not fall under one of the said categories may not be involved in selling, furnishing, tendering, or serving.

#### **INSTRUCTIONS FOR SIGNING:**

- a.) If an individual, by the owner
- b.) If a partnership, by each member of the partnership (Copy of Partnership Agreement to be submitted to WVABCA)
- c.) If an association, by each member of the governing board
- d.) If a corporation, by all officers, or by other persons specifically authorized by corporate resolution (copy of resolution must be enclosed)
- e.) If a limited liability company, by all members
- f.) Manager(s) must sign

#### ALL AREAS WHERE ALCOHOLIC BEVERAGES WILL BE SOLD AND CONSUMED MUST BE LICENSED.

#### MAIL COMPLETED APPLICATION, FEES, AND REQUIRED ACCOMPANYING FORMS TO:

West Virginia Alcohol Beverage Control Administration ATTN: Licensing Division 900 Pennsylvania Avenue, 4<sup>th</sup> Floor Charleston, WV 25302 IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE PLEASE CALL THE ADMINISTRATION AT

### 1-800-642-8208 OR (304) 356-5500 AND ASK FOR THE LICENSING DIVISION.

#### CHECKLIST OF FORMS/PAPERS TO RETURN TO THE WVABCA, LICENSING DIVISION:

- □ Application Form
- □ Waiver
- $\Box$  License Fee(s)
- □ Copy of Valid Health Permit
- □ Map/Drawing/Floor Plan of the Area to be Licensed
- □ Municipality or County Letter of Sponsorship or Endorsement
- □ Live Scan Fingerprinting
- □ Naturalization Papers (if applicable)

ABCA – 192A	WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION	SPECIAL EVENTS			
Revised 5/19	APPLICATION FOR SPECIAL EVENTS FAIRS AND FESTIVAL LICENSE	□ BEER\$250			
	CONSUMPTION "ON PREMISES"	<ul> <li>WINE\$250</li> <li>BEER AND WINE\$500</li> </ul>			
	CLASS A	BEER, WINE AND LIQUOR\$750			
Count	y: Tax ID#:				
1.) N	ame of Event:				
	ame of Applicant(s):				
3.) A	pplicant's Mailing Address:				
		(STREET/ROUTE)			
	(CITY) (STATE)	(ZIP CODE)			
4.) A	pplicant's Telephone Number: ( Fax: () Other: (				
5.) E	mail Address:				
6.) D	escription of the Location of the Event (Street, Reference Landmark, Etc.):				
7.) D	ates of Event (Month/Day/Year) Start: End:				
	Event cannot exceed ten (10) days)				
0	Operation days and times must be listed below (if all are the same as the first day write same on the following lines).				

#### 8.) SUPPLY THE FOLLOWING INFORMATION ABOUT OWNER(S) AND/OR OFFICER(S) AND MANAGER(S).

					US Citizen** Y/N
Title	Name	Residence Address		% Ownership	1/11
	//	<u>.</u>	( )		
	Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV	
					Y/N
Title	Name	Residence Address		% Ownership	
	///		()		
	Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV	
Title	Name	Residence Address		% Ownership	Y/N
THE	Name	Residence Address		% Ownership	
	///		()		
	Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV	
Title	Name	Residence Address		% Ownership	Y/N
	//		( )		
	Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV	
**IF	NATURALIZED US (	CITIZEN, MUST SUBMIT AG	COPY OF NATURALI	ZATION DOCUMENTS.	

NON-CITIZEN MAY BE LISTED AS MANAGER, OWNER OR DIRECTOR OF CORPORATION ONLY.

9.) CRIMINAL HISTORY – THE FOLLOWING IS A RECORD OF <u>ALL CONVICTED ARRESTS</u> OF THE OWNERS, PARTNERS, OFFICERS, DIRECTORS, MEMBERS AND/OR MANAGERS, ATTACH ADITIONAL PAGES IF NECESSARY. <u>IF THERE HAVE BEEN NO ARRESTS INSERT THE WORD "NONE"</u>

NAME	DATE OF ARREST	CHARGE DISPOSTITION OF ARREST	LOCATION OF COURT (COUNTY & STATE)

The undersigned agree, if a license is issued as herein applied for, to comply at all times and observe all the provisions of West Virginia §§ Chapter 11, Article 16 <u>et seq.</u>, and Chapter 60, Articles 1 through 8 <u>et seq.</u>, and all Federal and State Statutes and all other laws of this State and the rules and regulations promulgated by the Alcohol Beverage Control Administration. I or we certify under penalty of law and disqualification of licensure that all statements are true and complete. I or we release the State of West Virginia and any agent acting on its behalf from any and all liability by reason of the request for such information.

The undersigned hereby verify that we are all officers and all member of the board of directors on the application and that the statements and answers made in the foregoing application are true and the said writing is the act and deed of said Corporation, Limited Liability Company, Association, Individual, Partnership, Limited Partnership. **PRESIDENT, INDIVIDUAL OR CONTROLLING MEMBER(S) SIGNATURES MUST BE NOTARIZED! MUST MATCH OFFICERS LISTED WITH THE SECRETARY OF STATE. MANAGERS MUST ALSO SIGN.** 

PRINT CLEARLY/ WRI	ITEN SIGNATURES REQUIRED		
NAME:	TITLE:		
SIGNATURE:	DATE OF SIGNATURE:		
NAME:	TITLE:		
SIGNATURE:	DATE OF SIGNATURE:		
NAME:	TITLE:		
SIGNATURE:	DATE OF SIGNATURE:		
NAME:	TITLE:		
SIGNATURE:	DATE OF SIGNATURE:		
NAME:	TITLE:		
SIGNATURE:	DATE OF SIGNATURE:		
State of West Virginia,	County, To-Wit:		
	, being first duty sworn		
according to law, deposes and says that he/she is	of the		
	President, Individual or Controlling Member(s)		
	, authorized by law to do business in the State of West Virginia, and that the		
Business Entity			
statements and answers made in the foregoing application are true and acknowledged the said writing to be the act and deed of said			
corporation			
	(Applicant Signature)		
STATE OF WEST VIRGINIA,			
COUNTY OE, to wit:			
Sworn to before me and subscribed in my presence this day of			
NOTARY PUBLIC			
My Commission Expires:			
SEAL OF NOTARY			

Doing business As (DBA)Name:

# WEST VIRGINIA

# **ALCOHOL BEVERAGE CONTROL ADMINISTRATION**

# RELEASE OF CONFIDENTIAL INFORMATION AND WAIVER OF CONFIDENTIALITY OF RECORDS

I or we, having made application with the West Virginia Alcohol Beverage Control Administration for issuance of a license to sell alcoholic beverages within the State of West Virginia, hereby waive the benefit of any municipal, county, state, or federal statute, rule, ordinance, regulation or other law prescribing the confidentiality of any records or documents, whether formal or informal, pending or closed, maintained by any public or private agency or organization as those records or documents pertain to residency, business location, business activities, education and/or training, employment, criminal history, civil litigation, or law enforcement investigation.

I or we, hereby authorize and request every public or private agency, organization, or person maintaining such records to furnish to the West Virginia Alcohol Beverage Control Administration, or their agents or representatives, any information contained therein and to permit them to inspect and make copies of such records and documents.

I or we, hereby authorize the West Virginia Alcohol Beverage Control Administration to disclose any information pertaining to the licensure to any municipal, county, state, federal or private agency or organization that has any interest in the licensing of said applicant.

I or we, hereby release the West Virginia Alcohol Beverage Control Administration, their agents and representatives, and any agency, organization, or person furnishing information from all liability arising out of any investigation concerning the applicant. I or we further agree that a copy of this Release and Waiver shall function as an original.

I or we, herby acknowledge that it is understood that a background check will be completed by both the West Virginia State Police and the Federal Bureau of investigation. It is further understood that if I or we, dispute an FBI submission under Title 28, C.F.R., 16.34, I or we have the right to challenge the completeness or accuracy of the criminal history record by contacting the Federal Bureau of Investigation directly.

I or we acknowledge that by affixing a signature(s) below gives this document full force, and upon this date all aforementioned information may be received and shared as prescribed.

#### Must be completed by all owners, officers, members and managers.

Printed Name	Written Signature	Title	Date

# West Virginia Alcohol Beverage Control Administration

### **Floor Plan**

License period: \_\_\_\_\_ Applicant Entity Name: \_\_\_\_ Doing Business As (DBA) Name: County:

Floor plan must include all areas under the control of the applicant (indicate on floor plan all areas where alcohol will be sold, served, furnished, tendered or consumed). Identify all areas where age verification will occur,

Submit (1) copy to ABCA.

Must Give Dimensions.

Keep (1) copy at licensed premises.

If there are attached drawings please check: \_\_\_\_\_\_(additional drawing must be signed).

Room, Outside Structure or area (Width, Length) (Example: 24' X 36")	Located on What Floor	Seating Capacity	Location (Serving, Kitchen, Storage. Etc)

I or we hereby certify that the floor plan above and/or attached is the only area where alcoholic beverages will be sold, dispensed, consumed, and/or stored. And, I or we further understand that any violation of this provision will mean immediate revocation or suspension of my license.

Signature:	Title:	Date:
Signature:	Title:	Date:



#### STATE OF WEST VIRGINIA DEPARTMENT OF REVENUE ALCOHOL BEVERAGE CONTROL ADMINISTRATION

900 Pennsylvania Ave., 4<sup>th</sup> Floor Charleston, West Virginia 25302

FREDRIC L. WOOTON COMMISSIONER DAVE HARDY CABINET SECRETARY

# **MEMORANDUM**

то:	Special Events, Fairs and Festivals and Private Fairs and Festivals Class "S" Licensees
FROM:	West Virginia Alcohol Beverage Control Administration
RE:	Notification to Distributors and Resident Brewers who can act as their own Distributor with regards to a Special Event (Class S License)
DATE:	May 22, 2019

Enclosed is the West Virginia Alcohol Beverage Control Administration's Special Event License Application. With the application we have provided a list of West Virginia Licensed Beer Distributors and Resident Brewers.

It is required that Special Event License holders notify ALL local area beer distributors and resident brewers in order to provide them with the opportunity to participate in the Special Event. Beer Distributors and Resident Brewers may not be involved in sales, furnishing, tendering or serving at the special event. Participation in the event may not be contingent upon sponsorship.

For additional assistance and questions, please contact the WVABCA Licensing Department at 304.356.5500.

# WEST VIRGINIA NONINTOXICATING BEER DISTRIBUTOR LIST (with mailing address)

The American Beer Company (two locations) 1665 Smoot Road Smoot, WV 24977 (304)392-6311 jrunyon@americanbeerwv.com dford@americanbeerwv.gov

Atomic Distributing 435 Seventh Ave. Huntington, WV 25701 (304)523-7866 vphipps@atomicdist.com

Beverage Distributors PO Box 866 Clarksburg, WV 26301 (304)624-4261 bevdist@beveragewv.com

Blue Ridge Beverage PO Box 864 Morgantown, WV 26507-9864 (304)292-1130 bluerdg@comcast.net

Capitol Beverage Company (*two locations*) 60 Pilsner Place Charleston, WV 25312 (304)720-1425 jjwaugh@capitolbev.com awaugh@capitolbev.com

Carenbauer Distributing Company 1900 Jacob Street Wheeling, WV 26003 (304)232-3000 carl@carenbauers.com erin@carenbuaers.com Elkins Distributing Company PO Box B550 Elkins, WV 26241 (304)636-3643 crystal@elkinsdistributing.com

Galaxy Distributing (two locations) 3255 Route 60 East Ona, WV 25545 (304)955-4800 info@galaxywv.com

J.C. Mensore 134 North Bridge Street, New Martinsville, WV 26155 (304)455-1890 pls2@suddenlinkmail.com

Jefferson Distributing PO Box 1185 Martinsburg, WV 25402 (304)263-3841 richr@jeffdist.com

Jo's Globe 1151 Greenbag Road Morgantown, WV 26508 (304)292-3161 mike.marrara@josglobe.com

Martin Distributing 528 W. Race Street, Martinsburg, WV 25402 (304)267-4142 cmartin@martindist.com

McCann Distributing 42<sup>nd</sup> & Jacob Street Wheeling, WV 26003 (304)232-8870 <u>mccanndist@yahoo.com</u> Ibreiding@mccanndist.com Mercer Wholesale PO Box 1237 Bluefield, WV 24701 (304)327-7265 mercerco@citlink.net

Mona Supply P.O. Box 70 Dellslow, WV 26531 (304)296-5611 <u>loleksa@monabeer.com</u> <u>coleksa@monabeer.com</u>

Mountain Eagle 559 Industrial Park Road Beaver, WV 25813 (304)253-8886 <u>mtneagle@suddenlinkmail.com</u>

Mountain State Beverage (*three locations*) 300 Greenbrier Road Summersville, WV 26651 (681)355-0120 wmutter@wvmsb.net

North Central (three locations) PO Box 2328 Clarksburg, WV 26301 (304)842-6231 kathy@winedist.com

Northern Eagle HC 64, Box 132 Romney, WV 26757 (304)822-5139 scottparkes@mountain.net

Preston Silver Eagle PO Box 545 Kingwood, WV 26357 (304)329-1355 Bethpeddicord1@gmail.com Ralph's Beer Box 1047 Morgantown, WV 26505 (304)296-4871 ironmtony@gmail.com

Reid's Distributor 1952 Kelly Island Road Martinsburg, WV 25401 (304)263-5715 <u>Preid02@comcast.net</u> <u>Trent@reidsdistributor.com</u>

Ridgeley Distributors Rt. 2, Box 529-A Ridgeley, WV 26753 (304)726-8444 ridgeleydist@atlanticbbn.net

Spriggs Distributing – Central Division (*two locations*) One Childress Place South Charleston, WV 25309 (304)744-4242 <u>casey.hill@spriggsdist.com</u> <u>nick.williams@spriggsdist.com</u>

Spriggs Distributing – West Division 140 3<sup>rd</sup> Ave., West Huntington, WV 25701 (304)522-7371 casey.hill@spriggsdist.com nick.williams@spriggsdist.com

Standard Distributing 905 7<sup>th</sup> Ave. Charleston, WV 25302 (304)342-5200 wendellbrown@standardexterminating.net State Distributing PO Box 350 Clarksburg, WV 26301 (304)624-5231 statedist@clarks.twcbc.com

Tygart Valley Distributors 895 Industrial Park Road Elkins, WV 26241 (304)636-1330 tygartvalleydist@yahoo.com

Valley Distributing of Fairmont PO Box 97 Fairmont, WV 26555-0097 (304)366-1880 valleydistinc@ma.rr.com Waldorf Distributing Company PO Box 40 Beech Bottom, WV 26030 (304)394-5670 jrosso.waldorf@frontier.com

Wine & Beverage Merchants of WV PO Box 2188 Weirton, WV 26062 (304)723-1720 adlatousakis@wineandbeverage.com

## WEST VIRGINIA RESIDENT BREWERS

(with mailing address) \*WV Resident Brewers can distribute their products in territory not franchised to a WV Beer Distributor.

Abolitionist Ale Works (Front Porch Brewing) 103 E. 2<sup>nd</sup> Ave. Ranson, WV 25438 (304)283-3972 <u>Vance.josh@gmail.com</u>

Bad Shepherd Brewing Company 162 Summer Street Charleston, WV 25301 (304)343-2739 blacksheepwv@gmail.com

Banning's 620 Water Street Summersville, WV 26651 (304)619-6972 georgekallai@hotmail.com

Bavarian Brothers Brewing 164 Shepherd Grade Road Shepherstown, WV 25433 (304)876-2557 info@bbbrewingwv.com

Beaver Creek Brewing (Stumptown Ales) P.O. Box 773, Davis, WV 26260 (304)259-5266 JONBROBESON@AOL.COM

Berkeley Springs Brewing PO Box 1008, Berkeley Springs, WV 25411 (304)258-3369 <u>bsbrewingcompany@gmail.com</u>

Big Timber Brewing P.O. Box 2547 Elkins, WV 26241 (304)614-6288 matt@bigtimberbrewing.com Brew Keepers 17 Forest Rd. Wheeling, WV 26003 (724)809-8968 brewkeepers@gmail.com

Brewstel Brew Shop 120 Davis Ave. Elkins, WV 26241 (304)997-4769 brewstelbrewshop@gmail.com

Bridge Brew Works 335 Nick Rahall Greenway Fayetteville, WV 25840 (304)574-1998 bridgebrewworks@hotmail.com

Chestnut Brew Works 3186 Halleck Rd. Morgantown, WV 26508 (304)212-5079 bill@chestnutbrewworks.com

Dobra Zupas 600 South Oakwood Ave. Beckley, WV 25801 (304)253-9872 rmzupanick@gmail.com

Freefolk Brewery PO Box 188 Fayetteville, WV 25840 (304)900-5238 freefolkbrew@gmail.com

Greenbrier Valley Brewing 862 Industrial Park Road - Suite A, Maxwelton, WV 24957 (304)520-4669 sam@gvbc.beer High Ground Brewing 102 Rail Road St. Terra Alta, WV 26767 (304)-435-9909 highgroundbrewing@gmail.com

Morgantown Brewing 1291 University Avenue Morgantown, WV 26505 (304)292-6959 info@morgantownbrewing.com chris@pubstomperbrew.com

Mountain State Brewing PO Box 391 Thomas, WV 26292 (304)463-4500 <u>mtn.state.brewing@gmail.com</u>

North End Brewing 3500 Emerson Avenue Parkersburg, WV 26101 (304)428-5854 <u>info@netbrewery.com</u>

Old Spruce Brewing 85 Rescue Road Snowshoe, WV 26209 (304)572-0391 oldsprucetavern@gmail.com

Parkersburg Brewing Company 707 Market Street Parkersburg, WV 26101 (304)619-1502 <u>info@parkersburgbrewing.com</u>

The Peddler 835 3<sup>rd</sup>. Ave. Huntington, WV 25701 (304)691-0415 thepeddlerwv@gmail.com The Rambling Root 101 Fairmont Ave. Fairmont, WV 26554 (681)753-1768 RamblingRootBrew@gmail.com

Rippon Brewing 2153 Berryville Pike Rippon, WV 25441 (304)839-2263 ripponbrewing@gmail.com

Screech Owl Brewing 2323 Ralph Livingood Road Bruceton Mills, WV 26525 (304)379-4777 Screechowlbrewing@gmail.com

Short Story Brewing 5904 Fairmont Road Rivesville, WV 26588 (304)376-3607 aaron.rote@gmail.com

Sophisticated Hound Brewing 219 Poplar Grove Dr. Princeton, WV 24739 (304)320-6674 sophisticatedhoundbrewing@yahoo.com

Weathered Ground Brewery 2017 Flat Top Road Ghent, WV 25843 (304)716-6230 info@weatheredgroundbrewery.com

Wheeling Brewing 2247 Market Street Wheeling, WV 26003 (304)905-8757 <u>cchpa08@yahoo.com</u>